



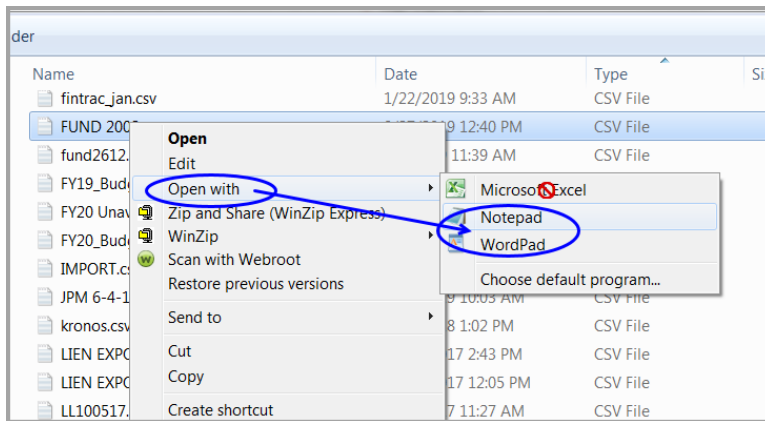
# ALL MODULES

## VIEWING OR EDITING FILES TO BE UPLOADED

**ADMINS** has many processes to upload data acquired from external sources into **AUC**. The files to be uploaded are usually **.csv** files. Processes that are in place and working usually do not require that the file be opened prior to upload. **If it is necessary to open a CSV file prior to uploading, do not use Excel®.**

Opening, editing and saving **.csv** files with **Excel®** files can introduce errors (such as stripping leading zeros) that prevent the successful upload of the file. The issues can affect any or all the following data:

- Date formats
- Zip Codes
- Long text fields get converted to numerical format
- End-of-Line characters are missing
- Extra blank lines at the end of the file



To avoid issues, do not open the files from **Excel®** or another spreadsheet. When needed, **only** open **.csv** files using a text editor, such as **Notepad®** or **WordPad®**.

For example, if opening a file from **Windows Explorer®**, **right click** on the file, and choose **Open with** ▶ **Notepad®** or **WordPad®**.

Or, click on **Start** ▶ **Run** ▶ **Notepad** ▶ **File** ▶ **Open**, navigate to the folder containing the file, and change to **"All Files"** so **Notepad®** will display the **.csv** files and not just text files. Select the file and click on **[Open]**.

